



MEMORANDUM

Date: April 1, 2005
To: Interest Parties
From: Patty Boyle, Senior Financial Analyst, 682-8417
Subject: Fuel Tax Refund Certificate Instructions

Fuel purchased on or after February 23, 2005 that was used only for fueling vehicles subject to the State of Oregon weight-mile tax is eligible for a refund of 80% of the City of Eugene Motor Vehicle Fuel Tax.

The State of Oregon Fuels Tax Division is the City's fuel tax administrator. The Fuels Tax Division will process refund requests only after a City of Eugene Refund Certificate has been issued to the applicant. To obtain a refund certificate please complete the following instructions.

Instructions:

1. In order to issue a refund certificate, the City requires that the following information be submitted in writing.

- Company Name
- Mailing Address
- Fuel Facility Address
- Year, Make, ID Number, Plate Number and Declared Weight of each vehicle eligible for refund of taxes paid.

2. The applicant must also certify that refunds will only be requested for tax paid on fuel used in vehicles subject to the weight-mile tax. The applicant must also acknowledge that refunds must be claimed within 15 months of the date of the fuel purchase, and that refund applications may not be filed more frequently than quarterly and may not be filed to request refunds of less than \$25.

As a courtesy, the attached letter may be modified with a company's specific and verifiable information in order to receive a refund certificate.

3. Requests for a refund certificate should be mailed to:

Patty Boyle
Senior Financial Analyst
100 West 10th Ave., Ste 400
Eugene, OR 97401
541-682-8417
Patricia.A.Boyle@Ci.Eugene.OR.US

4. Once issued, a copy of the refund certificate must accompany any refund request submitted to the State of Oregon Fuels Tax Division. Additional information regarding fuel tax refunds may be found on the Fuels Tax Division Website at www.oregon.gov/odot/cs/ftg.

5. Refund certificates will expire on December 31st of the year after it was issued. For example, a certificate issued in April of 2005 will expire on December 31, 2006. A new refund certificate will be issued based on updated information supplied by the applicant.

If you have any questions about paying the tax or requesting a refund after a refund certificate has been issued, please contact the tax administrator at:

ODOT Fuels Tax Group
550 Capitol St. NE
Salem OR 97301-2530
Voice: (503) 378-8150 Fax: (503) 378-3060
email: ODOTFUELSTAX@ODOT.STATE.OR.US